



Department of Administrative Services Customer and Employee Relations **Job Announcement**

ANNOUNCEMENT #: 200619

POSITION: Operations Analyst 3

LOCATION: Support Services Division

Fleet Support

13th Floor, West Tower

Atlanta, GA

APPLICATION DEADLINE: 05/19/06

WHO MAY APPLY: All Applicants

PAY GRADE: 15

PAY GRADE SALARY RANGE: \$34,533 - \$60,487

GENERAL DESCRIPTION: This position has responsibility for a wide range of projects related to the analysis of fleet management data and operations for the state of Georgia. Plans, guides and coordinates activities related to analyzing the life cycle costs of motor vehicles in the state inventory. Develops or recommends fleet policies and procedures. Analyzes data and prepares reports for management. Provides technical assistance to agency fleet coordinators, as needed. Serves as a subject matter expert in the area of Fleet Management. May evaluate performance and fleet management best practices on a statewide basis for quality assurance. May conduct audits to ensure fleet policy compliance. May serve as team leader or supervise lower level staff. Must be proficient in the use of Microsoft Office products, Microsoft Project and Visio.

MINIMUM QUALIFICATIONS: Completion of an undergraduate degree and two (2) years of professional experience in operations analysis

OR

Completion of an undergraduate degree and four (4) years of professional experience in analysis, research, or fleet services.

NOTE: Completion of graduate level coursework in research, statistics, etc. may substitute on a year-for-year basis for up to one (1) year of the required experience.

**PREFERRED
QUALIFICATIONS:**